



**DEPARTMENT OF PERSONNEL**

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[www.state.nv.us/personnel/](http://www.state.nv.us/personnel/)

**MEMO PERD #01/03**

January 6, 2003

TO: Personnel Liaisons  
Personnel Representatives

FROM: Jeanne Greene, Director  
Department of Personnel

SUBJECT: INTEGRATED FINANCIAL SYSTEM – DUTY LOCATION  
WINDOW

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As always, we continue to look for ways to improve the IFS-HR ADVANTAGE™ system for everyone's benefit. Historically, one of the more simple requests has always been problematic - matching a physical work address to an employee. Since its inception, the ADVANTAGE™ system has provided for a work location code that enables payroll reports to be distributed to agencies. This coming February we will be releasing a window exclusively for input and querying on the physical address/location for each State employee. And, this spring we will load the information to the HR Data Warehouse so agencies can begin to develop their own roster reports.

To accomplish this, a coordinated effort will be required between State agencies and the IFS-HR staff. First, this new window will need to be populated with all State agency addresses (actual employee work/duty locations). Second, all addresses will be codified and third, the employee will need to be matched to the appropriate address.

In order to expedite this, instructions and an EXCEL file with two spreadsheets will be emailed to agency personnel representatives within the next few days. Sheet one (Employee Roster) of the spreadsheet will list your current employees with identifying information including input fields for work location address, and sheet two (Address List) will list the State agency addresses we currently have on file. The appropriate address from the Address List will need to be inserted into the "Address line" column on the Employee Roster following the employee

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name. If the appropriate work location address is not noted on the Address List provided, the correct address will need to be input into the "Address line" column following the employee's name on the Employee Roster. Also, it will need to be noted on the Employee Roster if the address was provided via the Address List ("Y" for yes, "N" for no).

Additionally, the addresses listed on the Address List follow the US Postal Code Standards so it is important that addresses are input exactly as noted on the list. Do **not** identify any suite numbers, building numbers, room numbers, etc., for these addresses. **Only** street numbers, street names and city/state/zip are required. If an agency has an employee who does not have a physical work/duty location, a business decision will need to be made as to what address should be designated. Please remember that the duty location information will be used to correctly reflect the location of the State's workforce. Once the information is completed on the Employee Roster spreadsheet, please e-mail it to Tricia Buckner at IFS-HR: [tbuckner@doit.state.nv.us](mailto:tbuckner@doit.state.nv.us) no later than January 17, 2003.

After we receive the Employee Rosters, IFS-HR will codify the addresses similar to the current work and pay location codes and then enter the information into ADVANTAGE™. For employee duty station tracking purposes, the ESMT-B form is being modified to include a field for the address code and agencies will be responsible for the maintenance of this information after the initial load in February. IFS-HR will distribute a tutorial on the new window with payroll reports during PP# 17.

If you have any questions related to this, or do not receive the EXCEL file and instructions, please do not hesitate to contact our IFS-HR Help Desk at 684-8696. Thank you for assisting us with this endeavor.

JG:sq

cc: Pay Clerks

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cc: Pay Clerks

bcc:	Carol Thomas	Kim Foster	Mary Ellen Komac	Greg Febbo
	Phil Hauck	Theresa Conner	Kristina Ross	Lenora Kizer
	Mary Day	John Hastings	Peter Long	Gladys Clark
	Dave Badger	Penny Lewsader		Lindley Steere
		Cynthia Baumann		